



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Construction Memorandum

To: District Construction Engineers

From: Paul Jagoda, P.E.
Construction Engineering Services Engineer

Date: January 20, 2006

Subject: Volumetric Submittal

This Construction Memo provides guidance for the uniform processing of the Grade S Volumetrics QA analysis data and file management.

The Quality Assurance System is being updated and this new system will incorporate the Volumetric Program currently in use. Until the new QA system is fully operational please use the following guidelines for the submittal of the Volumetric Analysis data.

- Use the following file naming format for the data file: Project Control Number_Project Description_ Project Number, (i.e. 2461_Rock_Springs_N-S_STPP_18-2-1-31). Use the same naming convention for the entirety of the project and override the last file with the updated file each time you save it. Do not place a date on the file's name or save each update with a different name.
- Submit Volumetric results **only** once a week. This should be done either at the end of the week or the beginning of the week.
- Send a copy of the data to the District Construction Engineer (DCE), District Materials Supervisor (DMS), Riley Phelps (Systems Analysis), District's Construction Engineering Services (CES) Reviewer, Geno Liva (Bituminous) and Pat Ernst (CES Materials Reviewer).
- The files will be saved on Construction's share drive. Updates will automatically overwrite previously submitted data if the above naming format is followed.

For assistance or questions related to this, please contact the District's Construction Engineering Services Reviewer.

PJ/pe

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| CC: | EPMs | District Office Engineers | CES Bureau | Lisa Durbin, PE |
| | Mark Wissinger, PE | Riley Phelps | Loran Frazier, PE | Matt Strizich, PE |
| | Dist. Mat. Super. | Area Lab Supervisors | Scott Barnes, PE | Tim Boucher |